



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Research Officer
JOB GRADE:	SOG/ST 6
DEPARTMENT:	Epidemiological Research and Analysis
REPORTS TO:	Director, Epidemiological Research and Analysis
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To coordinate (under the supervision of the Director, Epidemiological Research and Analysis) research activities such as planning and implementing epidemiological studies and surveys, analysing data from surveys, and preparing reports and participating in the training of field investigators involved in survey implementation.

KEY OUTPUTS

1. Completed research protocols/proposals
2. Investigators of surveys/studies trained
3. Data from studies entered and cleaned
4. Interim and final reports on research projects/studies
5. Responses to data requests
6. Monthly progress reports

KEY RESPONSIBILITY AREAS

1. Collaborates with the Director, Epidemiology Research and Analysis, in developing/designing research protocols and proposals
2. Assists with planning and implementing surveys and studies by:
 - Collecting and compiling background information required for surveys/studies
 - Pre-testing survey instruments and questionnaires
 - Collecting data by measuring and/or conducting interviews
3. Analyzes basic data from surveys, studies and projects by:
 - Compiling data
 - Coding and entering data for computer analysis
 - Tabulating data
4. Preparing data for report writing, including data tables and summarization
5. Designs and implements small scale surveys and studies and prepare reports
6. Conducts training of investigators of surveys/studies by:

Planning training programmes in consultation with the Director,
Epidemiological Research and Analysis
Conducting sessions
Evaluating investigators

7. Supervises personnel involved in survey implementation and data entry by:
 - Instructing on survey administration techniques
 - Checking to verify accuracy of data
8. Participates in the preparation and presentation of research findings
9. Performs related duties such as preparing for conferences, seminars etc.
10. Responds to request for data/reports generated by the Health Promotion and Protection Division, Ministry of Health
11. The Ministry of Health may determine such other duties and responsibilities as from time to time.

PERFORMANCE STANDARDS

1. Progress reports for research projects prepared within project deadlines
2. Draft of final report of research project prepared within 6 months of completion of project
3. Monthly report of progress/status of all projects and activities conducted within the previous month submitted to the Director, Epidemiological Research and Analysis by the 1st Friday of the month.
4. Barriers to job implementation on research surveys/projects reported to Director, Epidemiological Research and Analysis in a timely manner
5. Responses to data requests made within seven (7) days of date of request

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
In-depth knowledge of research methods and techniques	

Sound knowledge of statistical techniques	
Knowledge of computer concepts and applications	

Core Competencies	level s
Oral communication	2
Written communication	2
Good human relations skills	2
Highly developed analytical thinking	2
Good forecasting skills	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Bachelors Degree in a health-related science
- At least three (3) years experience in conducting research in the health sector

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond normal working hours in order to meet deadlines
- Exposure to highly confidential and sensitive information

AUTHORITY

- Evaluation of investigators employed to research studies
- Supervision of data entry clerks